



Anglican Diocese of Newcastle WH&S Newsletter

June 2015

WELCOME TO THE JUNE WH&S NEWSLETTER, INCORPORATING PROPERTY & RISK.

FREE LABOUR!!!

Work for the Dole schemes in Newcastle, Maitland, Upper Hunter, Paterson, Lake Macquarie and The Manning Deaneries – 2 letters have been sent out regarding this very worthwhile scheme, the first in hardcopy and by e-mail and the second sent only as an e-mail. I have received a number of requests from across the diocese, so, please look at your buildings and if any need work done to them and you can afford to spend some money on materials only, please let Parish Services know as the first round of nominations are closing shortly. This is a part of an ongoing program so please let Parish Services know if you would like to get some supervised free labour.

FREQUENTLY ASKED QUESTIONS

HERE ARE 6 QUESTIONS FOR THIS MONTH

Q.1: - What is the definition of a volunteer? And what is the difference between a "worker" and a "volunteer"? And what does that mean in terms of insurance claims for us?

A.1: - A volunteer under current legislation means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses or not) to undertake work. Under current WH&S legislation there is no distinction between a volunteer and a worker as they are one in the same. "A worker can be;(h) a volunteer."

However for our purposes in regards to insurances, a worker is someone who is employed by a Parish for doing work in the Diocese, whereas a volunteer is someone who does not receive a payment for doing work in the Diocese, again irrespective of whether the person receives out-of-pocket expenses or not. So, if there is an incident and someone is injured at "work" you will need to either send in the volunteers Personal Injury Claim Form (by ACE) if they are not paid, or a Workers Compensation Claim Form (by GIO) if they are paid for work. This answer is not aimed at contractors employed by Parishes as they will have their own insurances (there is a reason why you need to check them!).

Diocesan Memo 013/2015 to parishes dated June 1 2015 expands upon this and requests the estimate for numbers of volunteers to be sent in to help with our volunteers insurance policy details

If you would like further information please contact Parish Services.

DID YOU KNOW?

SLATE ROOF REPAIRERS
After last months Newsletter I have received several recommendations for, and have been contacted by, Mr Chris Bart of Australian Heritage Restorations (AHR) who have a very long list of projects where AHR have completed a very large variety of heritage related repairs including slate roof repairs. So, if you have any kind of repairs like slate, copper, lead roofing or a whole manner of heritage related repairs Chris may be able to assist. You can view his website at www.austerheritage.com.au

Chris can be contacted on the following details:

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Building and Construction
Director
Australian Heritage
Restorations
BLN: 243964C
PO Box 451, Newcastle 2300
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Q.2: - What constitutes a "Major Event" in terms of our insurance policy meaning?

A.2: - Diocesan Memo 013/2015 to parishes dated June 1, 2015 outlines the intent of what a Major Event is, and lists them as such things as fetes, fun days, festivals, fundraisers, Christmas carols and parish picnic days. Our insurer has suggested that a Major Event is any event open to the public, organised by the parish that will have an attendance that is larger than a usual church service.

What does it mean to list a Major Event on the annual returns? It means that the event is covered under our insurance policy. It would be more prudent to include a major event than not to, so if you are on the fence, I would suggest that you include it.

What doesn't? A Major Event for our purposes is not; a usual parish activity like mission breakfasts, lunches or dinners, church socials, card nights, garage sales, bus trips, church services and funeral services/wakes, trivia nights, movie and a meal nights, 3rd party organised events like gymkhanas and a whole range of other minor activities.

If you would like further information please contact Parish Services.

Q.3: - We (the parish) need to have some forms signed on behalf of the owner, who is able to sign these forms and who is technically the owner?

A.3: - Any forms that require the signature of "The Owner" will need to be sent into the Diocesan Office for signing. The only person who can sign on behalf of The Trustees of Church Property (The Owners) is Mr John Cleary as The Secretary to The Trustees of Church Property.



Q.4: - Are we able to sell Jams and other goods made by parishioners without having detailed ingredients labels placed onto them?

A.4: - This was covered in August 2014's WH&S Newsletter, but basically "yes" you do not need to have detailed ingredients lists on food labels on a product if made by a parishioner unless it contains Royal Jelly. The only ingredients that need to be included on an ingredients list of any foods made for sale by law are; peanuts, tree nuts (eg almonds, cashews), eggs, milk, fish, crustaceans (shellfish e.g prawns, lobster), sesame, soy and of course Royal Jelly. All foods available for sale must have an ingredients list available if any of these 9 items are included in the foodstuff upon request. For more information please see August 2014's WH&S Newsletter and attachment which if you do not have a copy is available on the new and improved Diocesan Website.

Q.5: - The Diocesan Website has changed and we cannot access the Parish Tools section, how do we get a password for the website

A.5: - Several correspondences have been sent out including an Ad Clerum regarding the new website and parish log in details, however if you still cannot locate your password please contact parish services.



Q.6: - We want to demolish a small shed on one of our church properties that contains asbestos what do we need to do?

A.6: - After an agreement has been reached by Parish Council to demolish the shed, you will need to get quotes by at least 2 qualified and licensed asbestos removalists who have current NSW asbestos removal licenses and have current insurances for the asbestos removal work in NSW. Once a contractor has been agreed to you will need a copy of a Safe Work Method Statement that has been prepared for the specific job at hand. You will also definitely need to have a hard copy of the asbestos removal license and insurances as per above. You will also need to fill out the contractor induction form.

As ever, if you have any queries regarding building issues, development, property, risk, WH&S, insurance or anything else that you may need advice or help with, please do not hesitate to contact me or Parish Services.

Best regards,

Brendon Lowndes
Property and Risk Officer

